



Welcome to
Town Advisory Board and Citizen
Advisory Council Secretary Training
June 23, 2016 6:00pm
ODC ROOM 1



Welcome!!!

Lets Introduce ourselves.

SECRETARY CONTRACT SERVICES AGREEMENT



DUTIES

- Perform clerical services in support of the functions of the TAB/CAC
- Consult with the liaison and keep liaison informed of all issues that arise in provision of services
- Contractor shall exhibit professional and courteous service
- Contractor shall be accessible via email and respond in a timely manner
- Failure to satisfactorily meet the contractual obligations in the Scope of Services could be grounds for immediate termination of the Contract
- The scope of services may be changed with written agreement from both parties



COMPENSATION

- Submit a monthly **Activity Log Sheet** of specific services and hours worked
- Remit invoices by the first day of the month for previous month's services to Dee Hale
- Compensation shall be paid within 30 days of receipt of invoice
- Contractor shall act as an independent contractor
- Thirty days written notice required by either party to terminate this agreement



EQUIPMENT & SUPPLIES

- County will provide blank paper, stationery, envelopes, stamps, and other miscellaneous office supplies
- County will provide, maintain and repair equipment. Contractor agrees to keep equipment in good working condition
- Contractor shall relinquish all equipment, official records, tapes, files, supplies and any other items belonging to the County if contract is ended
- Nothing in this agreement shall prevent Contractor from using personal equipment, such as computer, printer, or fax to perform duties



"I'm tired of paying \$35 for ink! So I refilled the cartridges with ketchup, mustard, blue soda, and black coffee."

Current Planning Secretaries Receive

- Applications – US Mail*
- Justification Letters – US Mail*
- Attachment A – E-mail
- Agenda Sheets – E-mail

*We are working with Current Planning to change these to email

Affidavit of Posting



CERTIFICATE OF POSTING

I, the undersigned, do hereby certify that on this date, [Click here to enter text.](#), at [Click here to enter text.](#) (time), I posted in [Click here to enter text.](#) (location) located at [Click here to enter text.](#) (address) the agenda for the Open Meeting of:

PUBLIC BODY NAME	TIME AND DATE
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NAME

TITLE

SIGNATURE

Please post the attached agenda in a public area of your building. NRS 241.020 mandates a written notice of all public meetings be posted no later than 9 a.m. three working days before the meeting. NRS 241.020, as amended by SB 70 of the 78th Legislative Session, further mandates that a certificate of posting be completed by each individual posting a copy of the public notice.

Please return this signed Certificate of Posting to: Official Clerk/Secretary of the Public Body

- Fax to Administrative Services 702-455-3558



CERTIFICATE OF POSTING

I, the undersigned, do hereby certify that on this date, _____ at _____ (time), I posted in **Indian Springs Library** located at **715 Gretta Lane, Indian Springs, NV, 89018** the agenda for the Open Meeting of:

	TIME AND DATE
INDIAN SPRINGS TOWN ADVISORY BOARD Location: Indian Springs Community Center 715 Gretta Lane Indian Springs, NV	

SIGNATURE

Lara Frank

Secretary, Indian Springs TAB

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Posting and Emailing Agenda

- No later than 9:00am, 3 working days prior to meeting date, Post at all sites listed on your Agenda
- No later than 9:00am, 3 working days prior to meeting date, E-mail Agenda to:
 - Maria De Jesus for posting onto the County Website
 - Liaison
 - TAB Members
 - All other interested parties



Sending out the Agenda HELD Items

- If the PC/BCC date has not changed, you can use the agenda sheet from the previous meeting
- If the PC/BCC date has changed, contact the Current Planning Agenda Processing staff to send a new Agenda sheet

Notation for Holdover Items

PREVIOUS ACTION

Enterprise TAB September 30, 2015: HOLD to 10-14-15 TAB meeting for the applicants to consider an alternative exit in case of an emergency. (Previously heard)

PREVIOUS ACTION

Enterprise TAB December 9, 2015: Request that the Planning Commission send this application back to the TAB on December 30 for the TAB recommendation based on plans to be submitted by the applicant. (Previously heard)

PREVIOUS ACTION

Enterprise TAB September 30, 2015: (Note TAB's action.)

Planning (or Zoning) Commission action: (RETURNED TO TAB FROM 09-04-13 BCC MEETING)

PREVIOUS ACTION

Enterprise TAB December 9, 2015: HELD to the December 30, 2015 TAB per prior request of the applicant. (Not previously heard)

PREVIOUS ACTION

Enterprise TAB September 30, 2015: HOLD to the October 14, 2015 TAB meeting: the applicant did not appear or notify TAB of intentions. (Not previously heard)

Sending out the Agenda

Preparing Your Packet

- Mail (or Email) Agenda to:
 - TAB Members and include:
 - Agenda
 - Agenda sheets/staff reports
 - Land Use Applications
 - Justification Letters
 - Draft minutes from the last meeting



Meeting Responsibilities

- Please attend all Meetings
- Set up/take down equipment as necessary
- Make sure a sign-in-sheet is available to the public
- Recording
- Send audio of meeting to your Liaison
 - Download and e-mail to Liaison
 - You may save to a disc
 - If the recording is too large to download and e-mail, or save to a disc, please leave the recording equipment with your liaison, so that they can download directly to the County drive.

**CLARK COUNTY
TOWN ADVISORY BOARD/CITIZEN ADVISORY COUNCIL
RECOMMENDATION**

APPLICATION NUMBER: **ET-00400019-14** PC/BCC MEETING DATE: **2014-04-01**

PROJECT DESCRIPTION: LEVITT GENNADY & BETSY ET AL
DESCRIPTION: ET/UC-342-89 AUTO BODY AND PAINT FACILITY

TO: PARADISE TOWN BOARD/CITIZENS ADVISORY COUNCIL

FROM: CLARK COUNTY CURRENT PLANNING DIVISION
500 S. Grand Central Pkwy
P.O. Box 551744
LAS VEGAS, NEVADA 89155-1744

☐ Zone Change
☐ Conforming
☐ Non-Conforming
☒ Use Permit
☐ Design Review
☐ Waiver of Standards
☒ Other ET

DATE: 2014-04-01

In order to obtain complete information upon which to base their decision, the Commission would appreciate brief comments regarding the matter described on the attached notice with both a pro and con synopsis.

Approval _____ Denial _____ No Comment _____ # of neighbor's present _____

of Neighbors For _____ # of Neighbors Against _____ # of Neighbors Undecided _____

Pro: _____

Con: _____

Condition of Approval: _____

Applicant has agreed to these conditions _____ Yes _____ No

Name of Applicant or Representative _____

Neighborhood meeting held? _____ Yes _____ No

Signature

Date

Title (Secretary or Chair)

Faxed to Planning Staff _____

Faxed to Commissioner _____

Recommendation sheets

- Once the recommendation sheets have been properly filled out, you must fax them to both Current Planning and the Commissioner's Office within two working days after the TAB/CAC meeting
- Fax to: 702-383-6041 – Commissioner's Office
- Fax to: 702-382-0412 – Current Planning

Minutes

Draft Minutes:

- Once prepared, email **Draft** minutes to liaison for review
- Once approved by liaison, email **draft** Minutes within 5 working days from the meeting to TAB/CAC members
- Mail or e-mail **draft** minutes to any person who requests them ONLY when the next meeting's agenda has been posted that indicates that the board will take action on the **draft** minutes.
- Make sure that the draft minutes have the **DRAFT** watermark.

Final/Approved Minutes

- After they are approved at the next meeting, remove the DRAFT watermark, and e-mail the **final/approved** minutes within 3 days to:
 - Liaison
 - County Clerk – KochE@clarkcountynv.gov
 - Maria De Jesus – to post to web
 - Anyone else that has requested to receive them

COORDINATION OF AGENDA WITH CHAIR/LIAISON

- Contact Liaison when preparing agenda
 - Many times there are community and/or county department information that must be posted on the agenda.
- Items can only be added to the agenda by the Board of County Commissioners, the Liaison, the Chair, a majority of the TAB/CAC or as required by law.

REQUEST FOR AGENDA, MINUTES & BACKUP MATERIAL

- According to Nevada's Open Meeting Law, citizens are entitled to receive the written agendas and minutes
 - Add them to your email notification lists as requested
- Be sure to have adequate copies of Agendas and Minutes available at meetings
- Have extra copies of back up material available for the audience


SPECIAL CALL MEETINGS



- There may be times when a Special Call meeting is necessary due to emergency issues, scheduling problems or other situations
- Can be called by the Chair or a majority of the TAB/CAC
- Must be posted in the same timeframe and locations as other meetings

Nevada State Business License Exemption

New

 BARBARA K. CEGAVSKE
Secretary of State
202 North Carson Street
Carson City, Nevada 89701-4201
(775) 684-5708
Website: www.nvsos.gov

Nevada State Business License Sole Proprietor Exemption

☒ Application
☐ Renewal

Online exemption application is also available at www.nvsilverflume.gov

USE BLACK INK ONLY - DO NOT HIGHLIGHT PRINT LEGIBLY OR TYPE ALL INFORMATION

Completing this form **DOES NOT** relieve you of any statutory or regulatory requirements relating to your business. You may be required to complete a Nevada Business Registration form with the Nevada Department of Taxation and Department of Employment, Training and Rehabilitation. Please check with these and other state/local government agencies for additional licensing requirements.

* Asterisks indicate required information. Incomplete forms will be rejected.

INSTRUCTIONS:

- This form is for sole proprietors claiming an exemption pursuant to the State Business License provisions of NRS 76.020.
- If you are exempt from the requirements of the State Business License pursuant to NRS 76.020 enter the applicable code in Section 3:

003 - A home-based business whose net earnings are not more than 66 2/3 percent of the average annual wage and perform all essential business functions exclusively from [a] their person residence
004 - A natural person whose sole business is the rental of four (4) or fewer dwelling units to others
005 - A business whose primary purpose is to create or produce motion pictures
006 - Insurance company doing business pursuant to NRS 680B.020 that does not conduct any business that is not incidental to Title 57 (Div. of Ins. Authority)

3. File online at www.nvsilverflume.gov or return the completed form to the Secretary of State by fax to (775) 684-5725; by email to newfilings@sos.nv.gov; or by mail to 202 North Carson Street, Carson City, Nevada 89701-4201.

4. The sole proprietor claiming exemption from the State Business License requirement must sign the application. **FORM WILL BE RETURNED IF UNSIGNED.**

5. Signature must be that of the sole proprietor.

I declare under penalty of perjury that the information provided is true, correct and complete to the best of my knowledge and belief and acknowledge that pursuant to NRS 239.330, it is a category C felony to knowingly offer any false or forged instrument for filing in the Office of the Secretary of State. I declare that I am exempt from the provisions of the State Business License pursuant to NRS 76.020.

Meggan L Holzer
First Name Middle (Optional) Last Name Suffix

X Meggan Holzer
Signature of Sole Proprietor

5/12/16
Date

2 NV Business ID # (Required if you have a current Nevada State Business License or had one issued after October 1, 2009)

3 I am exempt from the requirements of the State Business License. Cite exemption code 003 (See instructions for code)

If claiming 005 exemption provide Nevada Film Office Registration #

If claiming 006 exemption provide Nevada Division of Insurance License #

4 Physical Address 500 S. Grand Central Pkwy Las Vegas NV 89155
Physical Street Address City State Zip Code


5 Mailing Address (if different)
PO Box or Street Address City State Zip Code

6 Entity Phone (702) 455-0341

7 Email Address meggan@clarkcountynv.gov optional

Nevada Secretary of State BL Exemption Sole Proprietor
Revised: 1-23-15

Renewal

 BARBARA K. CEGAVSKE
Secretary of State
202 North Carson Street
Carson City, Nevada 89701-4201
(775) 684-5708
Website: www.nvsos.gov

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Meggan L Holzer
First Name Middle (Optional) Last Name Suffix

X Meggan Holzer
Signature of Sole Proprietor

5/12/16
Date

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If claiming 006 exemption provide Nevada Division of Insurance License #

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Physical Street Address City State Zip Code

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PO Box or Street Address City State Zip Code

6 Entity Phone (702) 455-0341

7 Email Address meggan@clarkcountynv.gov optional

Nevada Secretary of State BL Exemption Sole Proprietor
Revised: 1-23-15

Nevada State Commerce Tax

- For businesses making more than \$4 million per year
- Independent contractors receiving form 1099-Misc are considered to be businesses.
- File return on the Nevada Tax website:
<https://www.nevadatax.nv.gov/#>



Other stuff...

- Follow up on issues with department, agencies or citizens as directed
- Customer Service – returning calls, answering questions
- Technical or more detailed questions – refer to Liaison
- Attend training as required

New Agenda

- Created under the direction of the Board of County Commissioners and the District Attorney
- A consistent format for all TABs/CACs
- Ensures that all NRS requirements are being met
- Flexible structure to allow for differences such as reports, presentations, etc.



Name of TAB/CAC

Site Location
Physical Address
City, State, Zip
Date
Time

AGENDA

NOTE:

- Items on the agenda may be taken out of order.
- The Board/Council may combine two or more agenda items for consideration.
- The Board/Council may remove an item from the agenda or delay discussion relating to an item at any time.
- No action may be taken on any matter not listed on the posted agenda.
- All planning and zoning matters heard at this meeting are forwarded to Board of County Commissioners Zoning Commission (BCC) or the Clark County Planning Commission (PC) for final action.
- Please turn off or mute all cell phones & other electronic devices.
- Please take all private conversations outside the room.
- With forty-eight (48) hour advance request, a sign language interpreter, or other reasonable efforts to assist and accommodate persons with physical disabilities, may be made available by calling 702-455-3530 or TDD 702-385-7486 or Relay Nevada toll free 800-326-6868, TD/TDD.
- Supporting material provided to Board/Council members for this meeting may be requested from (insert name of contact) at (contact phone number) and is/will be available at the County's website at www.clarkcountynv.gov



Board Members:	Name – Chair	Member Name
	Name – Vice Chair	Member Name
	Member Name	Member Name
Secretary:	Name, Telephone, Email address	
Town Liaison:	Name, Telephone, Email address	

- I. Call to Order, Pledge of Allegiance, Roll Call, County Staff Introductions
- II. Public Comment - This is a period devoted to comments by the general public about items on this agenda. No discussion, action, or vote may be taken on this agenda item. You will be afforded the opportunity to speak on individual Public Hearing Items at the time they are presented. If you wish to speak to the Board/Council about items within its jurisdiction but not appearing on this agenda, you must wait until the "Comments by the General Public" period listed at the end of this agenda. Comments will be limited to three minutes. Please step up to the speaker's podium, if applicable, clearly state your name and address and please spell your last name for the record. If any member of the Board/Council wishes to extend the length of a presentation, this will be done by the Chair or the Board/Council by majority vote.
- III. Approval of (Date) Minutes (For possible action)